

# FIELD REPRESENTATIVE DEPARTMENT OF JUSTICE

## OPEN STATEWIDE



State of California  
**DEPARTMENT OF  
JUSTICE**  
P.O. BOX 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### FINAL FILING DATE

**January 26, 2015** – Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** or personally delivered no later than the final filing date. Applications personally delivered or postmarked **after** the final filing date **will not** be accepted for any reason.

### WHO CAN APPLY

Persons must meet the minimum qualifications by the announced **final filing date**. Applicants must have a permanent civil service appointment with the Department of Justice by the final filing date in order to take this examination. Employees who have limited-term Appointment with the Department of Justice (provided they have had a **permanent appointment** and no subsequent break in service) are allowed to participate in departmental promotional examinations. Otherwise, in order to qualify for the exam, a candidate must 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; **or** 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; **or** 3) persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

### FILING INSTRUCTIONS

All applicants must complete and return the State Examination Application by the final filing date. See the following link for the State Examination Application.

- [Examination Application \(Form STD 678\)](#)
- Transcripts (If Applicable)

#### Mailing Address

Department of Justice  
Testing and Selection Unit  
Attn: Bradley Thomson  
P.O. Box 944255  
Sacramento, CA 94244-2550

#### File in Person:

Department of Justice  
Testing and Selection Unit  
Attn: Bradley Thomson  
1300 "I" Street, 1st Floor Lobby  
Sacramento, CA 95814

#### **DO NOT SUBMIT APPLICATIONS:**

- **TO THE DEPARTMENT OF HUMAN RESOURCES**
- **ONLINE/EMAIL**
- **VIA INTER-AGENCY MAIL**
- **FAX**

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified to determine what assistance can be provided.

### SALARY RANGE

**\$4519-\$5617**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

### ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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MINIMUM QUALIFICATIONS

Either I

One year of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist III.

OR

Two years of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist II.

Or II

**Experience:** Four years of increasingly responsible experience performing criminal justice related duties in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing duties comparable in level of responsibility to those of a Criminal Identifications Specialist III or at least two years performing duties comparable in level of responsibility to those of a Criminal Identification Specialist II.) **(AND)**

**Education:** Equivalent to completion of two years of college.

DEFINITION OF TERMS

**“Performing duties in a class with a level of responsibility equivalent to...”** the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility the class specified. The analyst will make the determination if the duties are qualifying.

**“Equivalent to completion of two years of college”** means completion of the number of units typical of two years of college (60 semester units or 90 quarter units.)

POSITION  
DESCRIPTION

The Field Representative, Department of Justice, under direction, independently performs field liaison work between the Department of Justice and various local, State and Federal agencies concerning services provided by the Department of Justice; provides training to criminal justice personnel and others in the use of these services and in the timely and accurate submission of mandated information; conducts compliance inspection of firearms dealers, applicant agencies, and California Law Enforcement Telecommunications System (CLETS) users; conducts regulatory inspections of gambling establishments; facilitates installation of and training in the use of Live Scan terminals; and performs other related work.

**Positions only exist in Sacramento.**

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**EXAMINATION  
INFORMATION**

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This examination will consist of a Qualifications Appraisal Interview (QAP) which includes a Presentation. In order to obtain a position on the eligible list, a minimum of 70% must be attained from both components.

**THIS EXAMINATION WILL ONLY BE ADMINISTERED IN SACRAMENTO**

**QUALIFICATIONS APPRAISAL PANEL (QAP) - WEIGHTED 100%**

The oral interview will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel will consist of Subject Matter Experts and will evaluate the candidate's responses to each of the questions using a pre-determined rating scale and pre-determined scoring criteria. This testing component measures the following knowledge and abilities.

As part of your Qualifications Appraisal Interview, you will be providing a Presentation. You will receive the topic and instructions for your Presentation when you receive your notice informing you of the date and time to report for your interview. This examination component will test the following ability:

**COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the Training and Experience Evaluation will be measuring the knowledge, skills, and abilities:

**Knowledge of:**

1. Training methods and techniques used to train criminal justice agencies, applicant/regulatory agencies, or licensees, in program information and data reporting procedures, requirements, statutes, and regulations.
2. Department, federal, state, and local policies, procedures, ordinances, statutes, and regulations to identify non-compliance.
3. Auditing principles and methods to verify compliance with various federal, state and local statutes and regulations.

**Ability to:**

1. Follow written and verbal instructions to complete assigned duties.
2. Speak effectively to present reports or information to Department management, the public, or federal, state and local agencies, applicant/regulatory agencies, or licensees..
3. Identify problems and creatively strategize for solutions.
4. Present information and ideas concisely and effectively, both orally and in writing.
5. Accurately evaluate situations and take effective action in a timely manner.
6. Apply creative thinking to the design of methods of processing information accurately evaluate situations and take effective action in a timely manner.

**SPECIAL PERSONAL  
CHARACTERISTICS**

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Demonstrated ability to act independently; flexibility; tact.

Ability to travel throughout California driving an automobile or flying on an airplane for up to a week at a time.

**VETERANS PREFERENCE  
CREDITS/ CAREER  
CREDITS**

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Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status

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**GENERAL INFORMATION**

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 327-4209, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 327-4209, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT  
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